

WASHINGTON, D.C. 20576

FOR YOUR INFORMATION

PROPOSED REQUIREMENTS RESPECTING SITE AND BUILDING PLANS SUBMITTED  
TO THE NATIONAL CAPITAL PLANNING COMMISSION PURSUANT TO SECTION 5  
OF THE NATIONAL CAPITAL PLANNING ACT OF 1952, AS AMENDED, AND  
SECTION 16 OF THE ACT OF JUNE 20, 1938, AS AMENDED

The National Capital Planning Commission will consider the adoption of the proposed requirements set out below at its meeting on February 3, 1972. Interested parties are requested to make their views known to the Commission by submitting their views in writing, within thirty (30) days from the filing date of this Notice in the Federal Register, and addressed to:

Ben Reifel, Chairman  
National Capital Planning Commission  
Washington, D.C. 20576

#### SECTION 1. INTRODUCTION

Section 5(a) of the National Capital Planning Act of 1952, as amended, provides that each Federal and District of Columbia agency, prior to the preparation of construction plans originated by such agency for proposed developments and projects or to commitments for the acquisition of land, to be paid for in whole or in part from Federal or District funds, shall advise and consult with the Commission in the preparation by the agency of plans and programs in preliminary and successive stages which affect the plan and the development of the National Capital.

The Act authorizes the Commission to determine in advance the type or kinds of plans which need not be submitted for review by the Commission. The Commission has determined heretofore that plans for the following types of projects need not be submitted for review:

- A. Projects involving the replacement of walks, roadways, and parking areas where no change in location or the existing character or extent of the improvement is involved.
- B. Projects involving the rehabilitation and improvement of buildings and structures when no change in the existing character or extent of the building or structure is involved.
- C. Projects involving the replacement of trees, shrubs and other plant material, and minor changes in plant material that do not change the concept in the approved landscape plan.

These requirements respecting the submission of site and building plans are intended to be used in connection with proposed developments of the District of Columbia Government and the Federal Government, including civilian and military installations and facilities in the National Capital Region.

The Executive Director of the Commission may extend, modify or waive any requirement as it pertains to any project proposal or development plan submitted for the review of the Commission that does not meet such requirement because of its unique or special character or quality.

*Important*  
**NOTE**

## SECTION 2. PRESUBMISSION REQUIREMENTS

The general location and/or the site boundaries of a proposed development should be submitted for review by the Commission prior to the preparation and submission of preliminary site and building plans, either as a separate submission or as part of a master plan or capital improvements program, unless the site was previously established by legislation.

Sponsoring agencies are urged to contact the Commission staff at the earliest possible time in the siting and initial planning and design of proposed new developments within the Region. The Commission staff is available at all times to advise and consult with sponsoring agencies prior to formal submission of plans for Commission review.

Sponsoring agencies may submit proposed developments for Commission review at a design concept stage if they desire to solicit the Commission's views prior to the submission of preliminary site and building plans. Such submissions should be conceptual and their contents determined by consultation with the Commission's staff.

## SECTION 3. CONTENTS OF SITE AND BUILDING PLANS, PRESENTATION MATERIALS, AND SUPPORTING MATERIALS

### A. Site and Building Plans

#### (1) Site Plan

The site plan shall be uncolored and presented at a scale of at least one inch equals fifty feet, and shall contain the following basic elements:

- (a) existing and proposed topography of the site (preferably at one or two-foot intervals). Topography need not be shown if included on landscape plan;
- (b) site boundaries for the building or facility; and

- (c) outline of all proposed buildings, structures, and related improvements and uses immediately adjacent to the proposed development--including, but not limited to, access ways, drives, sidewalks, walls, and fences, loading areas, and off-street parking.

When the proposed improvements involve only a portion of the site of a facility, the site plan shall include all of the site area of the facility, showing the relationship between the portion of the site to be improved and the portion to remain unchanged. When an adjacent facility has an integral supporting relationship to the facility to be constructed or improved (such as a recreation center which provides play space for an adjacent school), the site of the adjacent facility shall be included in the site plan to show the functional relationship of the facilities and the effects of the proposed improvements thereon.

(2) Landscape and Grading Plan

The landscape and grading plan should preferably be presented as a separate plan but may be incorporated in the site plan if the proposed project is small and the combination plan is clear and readable.

If presented as a separate plan, the landscape and grading plan shall be at the same scale as the site plan. The following information shall be included in all cases:

- (a) existing and proposed topography on the site (preferably at one or two-foot intervals);
- (b) general location of all existing-to-remain, existing-to-be-removed, and proposed trees, shrubs, and other plant materials; and
- (c) a list (either on the map or in a separate table) of the type, quantity and size of the plant materials proposed (final site and building plans only).

(3) Elevations and Sections

All elevations of the proposed buildings, structure, or improvements shall be provided at the same scale as the site plan. Elevations shall indicate, but not be limited to, the following:

- (a) the height of the building, its bulk and general massing for all sites;

- (b) all pedestrian and vehicular entrances and exits to the building;
- (c) the fenestration and building materials proposed to be used on all exterior surfaces. A detailed exterior wall section that shows this information shall be included;
- (d) the treatment of the roof and all related roof extrusions (penthouses, ventilations, ventilation shafts, chimneys, smoke stacks);
- (e) at least two cross sections; and
- (f) identification of the point of measurement of the height of proposed buildings in the District of Columbia in accordance with the Act of June 1, 1910, 36 Stat. 452.

(4) Floor Plans

Plans for each floor of the building at the same scale as the elevations, which indicate the following:

- (a) labeling of all interior spaces to indicate use;
- (b) interior partitions, stairs, and elevators;
- (c) overall dimensions;
- (d) dimensions of interior spaces; and
- (e) elevations of various floor levels.

(5) Roof Plans

The roof plan shall be submitted at the same scale as the floor plans and shall indicate the following:

- (a) the proposed design of the roof and all building materials and finishes to be used; and
- (b) proposed roof appurtenances, mechanical equipment and structures indicating all proposed screening, if any.

B. Presentation Materials

One set of all presentation materials shall be submitted by the sponsoring agency for use in the various presentations. Maps used by sponsoring agencies in presentation to the Commission should be in color--using zippotone, magic marker, or other suitable materials.

(1) Rendered Plans and Perspectives

Sponsoring agencies shall prepare and submit one copy of rendered plans and perspectives in color as part of their final site and building plan submission to aid in the presentation and review of proposed developments by the Commission.

(2) Models

Sponsoring agencies shall prepare and submit a model of all major construction proposals indicating topography, existing-to-remain and proposed new buildings and improvements, pedestrian and vehicular circulation, and parking and loading areas. Models shall be prepared at the same scale as the site plan or at a larger scale if preferred by the sponsoring agency. The Commission staff will advise sponsoring agencies as to whether a proposed project is a "major" project requiring a model.

C. Supporting Materials

At least two copies of the following supporting materials shall be submitted for Commission review:

(1) Project Data Sheet

The project data sheet shall indicate the following:

- (a) agency project manager;
- (b) narrative description of the project;
- (c) total area of site and allocation of land to the various proposed uses;
- (d) area of building, or buildings, and site coverage;
- (e) employment, by grade level and income, including
  - (i) presently existing, and
  - (ii) new employment generated by the project;
- (f) traffic impact of proposed development on adjacent highways both on and off the site;
- (g) total parking proposed for employees and visitors and ratios assumed for each;

- (h) relocation of individuals, businesses, and families required by the proposal, if any;
- (i) community participation and/or views, when applicable;
- (j) schedule for construction and occupancy;
- (k) total cost of project and funding status; and
- (l) housing required, if any, for proposed new employees
  - (i) on-site and/or
  - (ii) off-site.

(2) Vicinity Map

A vicinity map shall be submitted for presentation purposes at a scale of one inch equals either 100 or 200 feet. It shall include an area that is at least 500 feet around the proposed development.

(3) Construction and Equipment Drawings

Construction details that are accurately and fully dimensioned shall be submitted on a set of drawings indicating the location, size, and other aspects of the mechanical and electrical equipment to permit a complete understanding and thorough review of the project, particularly those features which will affect the exterior of the building.

(4) Housing Availability

Pursuant to the interim policy adopted by the Commission on April 18, 1969, if a proposed master plan, or a modification thereof or a proposed project involves a significant increase in employment, an analysis of the housing available for low and moderate income employees and their families within reasonable commuting distance to the proposed project shall be included in the submission.

(5) Environmental Impact

Pursuant to the Commission's Policies and Procedures for Implementing the Goals and Policies of the National Environmental Policy Act of 1969, Executive Orders 11507 and 11514 for the Protection and Enhancement of Environmental Quality in the National Capital Region, an environmental statement or a description of the environmental impact of the proposed development shall be included in the submission.

SECTION 4. FORM OF SITE AND BUILDING PLANS

A. Map Scales

Required map scales are indicated in Section 2C(2) above.

B. Sheet Sizes

All drawings submitted shall not exceed a sheet size of 33 x 44 inches to be compatible with the Commission's microfilm process. For projects involving larger plans, multiple sheets, covering portions of the plan, may be submitted so that the maximum sheet size may be maintained. No minimum sheet size has been established. However, proposed drawings should be large enough to be readable by the Commission in a large meeting room at a distance of 20 to 25 feet.

C. Number of Copies

At least three complete sets of the site and building plans are to be submitted for all projects. At least two complete sets of supporting materials shall be included in the submission. When site and building plans for a small installation in essence constitute the master plan for such a facility, the number of complete sets required shall be determined pursuant to the Commission's requirements for submission of master plans.

SECTION 5. PROCEDURES FOR THE SUBMISSION OF PRELIMINARY AND FINAL SITE AND BUILDING PLANS

Sponsoring agencies shall submit site and building plans to the Commission at both a "preliminary" and a "final" stage in the planning for any proposed development.

All elements of the site and building plans shall be submitted at both preliminary and final stages. Preliminary plans should be submitted early in the design phase of a project while the design is still flexible. Final plans should be submitted after all design decisions, including building materials and landscaping materials, have been made and prior to advertisement and awarding of construction contracts.

If major changes are made in either the design or the program for a proposed development after the Commission has reviewed and made recommendations on the preliminary site and building plans, sponsoring agencies shall submit revised preliminary plans for review prior to completing and submitting final site and building plans.

The Commission does not ordinarily review construction drawings. Final plans submitted to the Commission should be about 50% to 60% of the final design work. The designs should be sufficiently advanced to represent what the agency actually intends to build.

Final site and building plans for Federal public buildings within the District of Columbia and for District Government public buildings within the Central area of the District of Columbia or defined by concurrent action of the Commission and the District of Columbia Council will ordinarily constitute the required submission under Section 16 of the Act of June 20, 1938, 52 Stat. 802 (D.C. Code, sec. 5-428). Since the Commission may not lawfully qualify or condition its approval of a proposed development pursuant to D.C. Code, sec. 5-428, and a sponsoring agency may not lawfully deviate from the plans as approved by the Commission, sponsoring agencies are urged to resolve all outstanding issues with affected agencies and organizations prior to submission of the final site and building plans. The staff of the Commission is available to assist in the resolution of all such questions.

When a proposed development does not involve the construction of buildings or structures, sponsoring agencies need submit only the site plan and landscape plan.

SECTION 6. STEPS IN COMMISSION REVIEW OF SITE AND BUILDING PLANS

- A. The sponsoring agency shall submit plans, in accordance with established monthly deadlines, to the Commission for review pursuant to Section 5(a) of the National Capital Planning Act of 1952.
- B. If the proposed development is located in, or adjacent to, the District of Columbia, the submission is referred to the Commission's Coordinating Committee, pursuant to Section 2(d) of the National Capital Planning Act of 1952. The purpose of this referral is to insure that such projects are properly coordinated with interested and affected District of Columbia and Federal agencies.
- C. If, in the opinion of the Executive Director, the proposed development is an architectural and/or historic landmark or would appear to significantly affect an existing landmark, it is referred to the Joint Committee on Landmarks.
- D. Site and building plans proposed for small installations outside the District of Columbia are referred to the affected local, sub-regional and regional planning agencies and to the affected state clearinghouse where no separate master plan has been, or is to be, prepared and the site and building plans represent the master plan for the installation.
- E. Review, evaluation and recommendation of the proposed development, by the staff, to the appropriate committee of the Commission--including consideration of any comments resulting from referral under Paragraphs B, C and/or D.
- F. Review, evaluation, and recommendation by the appropriate committee of the Commission to the Commission.

- G. Review, evaluation, and action by the Commission.
- H. When the Commission has approved a master plan for an installation outside of the District of Columbia but within the National Capital Region, the Executive Director may approve final site and building plans for a project which conforms to applicable recommendations made by the Commission in its approval of the preliminary site and building plans for the project.
- I. Formal notification to the sponsoring agency of the action of the Commission.

The sponsoring agency and/or its consultants shall make oral presentations of the proposed plans to the Coordinating Committee and the Joint Committee on Landmarks, if necessary, to the appropriate committee of the Commission, and to the Commission. The Commission staff will advise sponsoring agencies of the nature and type of presentations usually made to the Commission, the characteristics of the meeting room, and available methods for exhibit presentations.